

Your Free Application for Federal Student Aid (FAFSA) was selected for 'verification'. Federal regulations state that before awarding Federal Student Aid, your school must verify the information you reported on your FAFSA. To complete this verification process, we will compare your FAFSA information with the information on this worksheet and with other required documents. If there are differences, we will make the appropriate corrections to your FAFSA. After we have reviewed your documents, we may request additional information. If you have questions, please contact our office for assistance. **Submit all requested documents to 'Central Wyoming College, ATTN: Rustler Central' by mail, in person, by email to [records@cwcc.edu](mailto:records@cwcc.edu) or by fax to 307-855-2092.**

**SECTION 1: STUDENT INFORMATION**

STUDENT'S FULL NAME: \_\_\_\_\_ SOCIAL SECURITY #: XXX – XX - \_\_\_\_ CWC ID #: \_\_\_\_\_

SPOUSE'S FULL NAME: \_\_\_\_\_ SPOUSE'S SOCIAL SECURITY #: XXX – XX - \_\_\_\_

MAILING ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

STUDENT'S DATE OF BIRTH: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

MARITAL STATUS: \_\_\_\_\_ (Single, Married, Separated, Divorced, Widowed) – DATE OF STATUS: \_\_\_\_\_

HOUSING PLANS:  On Campus  Off Campus (on my own)  Live with my parent(s)  Live with: \_\_\_\_\_

PRIOR COLLEGE HISTORY:  I have never attended college  I have attended college previously. (List all colleges attended, including dates of attendance): \_\_\_\_\_

*Include any community college, university, vocational or technical and dual / concurrent credits taken while in high school. You will also need to order 'official' transcripts from each of those schools / colleges to be sent directly to CWC by email to [records@cwcc.edu](mailto:records@cwcc.edu) or by fax to 307-855-2092.*

**SECTION 2: STUDENT FAMILY INFORMATION**

List below the people in the student's household. Include the **STUDENT, SPOUSE** (if married), **STUDENT'S/SPOUSE'S CHILDREN** (if the student or spouse will provide more than half of the children's support from July 1, 2019 through June 30, 2020, even if a child does not live with the student), **OTHER PEOPLE** (if they now live with the student and the student/spouse provides more than half of the other person's support, and will continue to provide more than half of that person's support through June 30, 2020). **NUMBER IN COLLEGE:** Include in the space below information about any household member who is, or will be, enrolled at least half time in a degree, diploma, or certificate program at an eligible postsecondary educational institution any time between July 1, 2019 and June 30, 2020, and include the name of the college. Note: We may require additional documentation if we have reason to believe that the information regarding the household members enrolled in eligible postsecondary educational institutions is inaccurate. *If more space is needed, provide a separate page with the student's name and ID number at the top.*

Full Name	Age	Relationship to the student	College Name	Will be enrolled at least half-time 2019-2020?

Student's Full Name: \_\_\_\_\_

Student's CWC ID #: \_\_\_\_\_

**SECTION 3: DID YOU FILE A 2017 U.S. INDIVIDUAL INCOME TAX RETURN WITH THE IRS?** **YES – I / WE DID FILE - NON-FILER COLUMN**

**Instructions:** Complete this column if you AND your spouse (if married) did file or will file a **2017 U.S. Individual Income Tax Return** with the IRS. **The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) when completing your FAFSA at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).** In most cases, no further documentation is needed to verify 2017 income information that was **transferred** into your FAFSA using the IRS DRT (if that information was not changed). **Notify us if you filed separate returns or had a change in marital status after Dec. 31, 2017.** **Check the box that applies:**

**I / we did file and used the IRS DRT** when completing my FAFSA. My 2017 tax information was transferred into my FAFSA. **SKIP TO SECTION 4: HIGH SCHOOL COMPLETION STATUS.**

**I / we did file but did NOT use the IRS DRT** when completing my FAFSA, but **I will log back into my FAFSA and make a correction to use the IRS DRT** to transfer my/our 2017 tax information into my FAFSA. **SKIP TO SECTION 4: HIGH SCHOOL COMPLETION STATUS.**

**I / we did file but was not able to use the IRS DRT** when completing my FAFSA, and instead I am submitting a **signed copy** of my **2017 U.S. Individual Income Tax Return** that was filed with the IRS. (Form 1040, 1040A, 1040EZ including all schedules).

**I / we did file but had to 'AMEND' / 'CORRECT' my/our 2017 U.S. Individual Income Tax Return.** I must submit two documents to CWC. 1) A **signed copy** of my initial **2017 U.S. Individual Income Tax Return** that was filed with the IRS (Form 1040, 1040A, 1040EZ including all schedules) **AND** 2) A **signed copy** of my **2017 Amended U.S. Individual Income Tax Return** that was filed with the IRS (Form 1040X) that shows the changes to my return.

**I / we did file but I do not have a copy of my/our 2017 U.S. Individual Income Tax Return.** I will order a 2017 TAX RETURN TRANSCRIPT from the IRS (go to page 3 to see the different options available to order a tax return transcript from the IRS).

***PLEASE NOTE: We cannot disburse any federal financial aid until all required documents have been submitted.***

 **NO – I / WE DID NOT FILE - NON-FILER COLUMN**

**Instructions:** Complete this column if you did not file and are not required to file a **2017 U.S. Individual Income Tax Return** with the IRS.

**STUDENT NON-FILER CERTIFICATION:** I certify that I did not and I am not required to file a **2017 U.S. Individual Income Tax Return** with the IRS. **STUDENT SIGNATURE:** \_\_\_\_\_

**SPOUSE NON-FILER CERTIFICATION:** I certify that I did not and I am not required to file a **2017 U.S. Individual Income Tax Return** with the IRS. **SPOUSE SIGNATURE:** \_\_\_\_\_

Per Federal Student Aid, as of January 9, 2019, individuals are still required to attempt to obtain a verification of non-filing (VNF) from the IRS. You and your spouse (if married) must complete the IRS Form 4506-T requesting a Verification of Non-Filing from the IRS. Submit your request to CWC and we will fax it to the IRS for you AND keep a copy on file documenting your attempt to obtain the VNF. The IRS should send you a VNF within 10 working days. If you do not receive it within the 10 days, please contact our office.

Check here if a 2017 Verification of Non-Filing has been ordered from the IRS. Date(s) ordered: \_\_\_\_\_

Check here if you have already ordered and received the Verification of Non-Filing from the IRS. Submit the VNF to CWC.

**DID YOU HAVE WAGES FROM WORKING IN 2017?**

**STUDENT CERTIFICATION - NO, I DID NOT WORK IN 2017.** I certify that I was not employed and had no income earned from working in 2017. **STUDENT SIGNATURE:** \_\_\_\_\_

**SKIP TO SECTION 4: CERTIFICATIONS AND SIGNATURES.**

**SPOUSE CERTIFICATION - NO, I DID NOT WORK IN 2017.** I certify that I was not employed and had no income earned from working in 2017. **SPOUSE SIGNATURE:** \_\_\_\_\_  
**SKIP TO SECTION 4: CERTIFICATIONS AND SIGNATURES.**

**YES – I / WE DID WORK IN 2017.** Go to page 3 and list all employers you and spouse (if married) worked for in 2017. You will also need to **submit a copy of your 2017 W-2 forms or wage statements** to verify each of your incomes earned from working.

Student's Full Name: \_\_\_\_\_

Student's CWC ID #: \_\_\_\_\_

**TAX FILER COLUMN** – continued from page 2

**WAYS TO ORDER A TAX RETURN TRANSCRIPT FROM IRS**

- Get Transcript by MAIL or ONLINE from the IRS  
Go to IRS website: [www.irs.gov](http://www.irs.gov) (look for "Get Your Tax Record" – follow the steps on the IRS website to order your 'Tax Return Transcript' for 2017.
- Automated IRS Telephone Request Line  
Call the IRS at 1-800-908-9946 and listen to the prompts carefully – again, be sure you are ordering the Tax Return Transcript.
- Paper Request Form: Complete and submit the IRS Form 4506T-EZ/IRS Form 4506-T.

The transcript is generally mailed to you within 10 business days from the IRS's receipt of the request.

Check here if a **2017 IRS Tax Return Transcript(s)** has been ordered from the IRS – date ordered: \_\_\_\_\_

Check this box if you have already submitted your **2017 IRS Tax Return Transcript(s)** or a **SIGNED copy** of your IRS Form 1040, 1040A, 1040EZ including all schedules) to CWC.

**Warning: If you purposely give false or misleading information on this worksheet, you will be reported to the Department of Education, you may be fined, sent to prison or both.**

**NON-FILER COLUMN** - continued from page 2

**NON-FILER WAGES FROM WORKING IN 2017**

Student 2017 Employers:	Did you receive a W-2 form?	Total \$ amount earned from this employer
(Example) ABC's Auto Body Shop	Yes	\$4,500.00
(Student)		\$
(Student)		\$
(Student)		\$
(Student)		\$

**STUDENT'S Total Income Earned From Working in 2017**

\$

Spouse 2017 Employers:	Did you receive a W-2 form?	Total \$ amount earned from this employer
(Spouse)		\$
(Spouse)		\$
(Spouse)		\$
(Spouse)		\$

**SPOUSE'S Total Income Earned From Working in 2017**

\$

REMINDER: Submit a copy of each W-2 form you and spouse (if married) received in 2017 to verify your and spouses wages. If you did not receive a W-2 from your employer, contact the employer and request a duplicate copy of your W-2. If you worked (odd jobs) and you did not receive a W-2, submit a signed written statement documenting the name of the employer and the amount of the wages you received from working in 2017.

***PLEASE NOTE: We cannot disburse any federal financial aid until all required documents have been submitted***

*If more space is needed, provide a separate page with your name and ID number at the top.*

Student's Full Name: \_\_\_\_\_

Student's CWC ID #: \_\_\_\_\_

## SECTION 4: HIGH SCHOOL COMPLETION STATUS

Provide **one** of the following documents to indicate your high school completion status when you will begin college in 2019-20. ***If you are not able to obtain the documentation listed below, please contact a Central Wyoming College financial aid staff member.***

- The student's final **official** high school transcript with *final GPA and graduation date* is to be sent directly to Central Wyoming College, ATTN: Rustler Central. This document can be delivered in a sealed envelope, mailed to CWC, emailed to [records@cwcc.edu](mailto:records@cwcc.edu) or faxed to 307-855-2092 from the issuing institution.
- Students who have received the equivalent of a high school diploma (GED Test scores, HiSET, TASC, or other State-authorized examination) must submit their official test scores (not the certificate).
- For a homeschooled student in a state where state law does not require the student to obtain a secondary school completion credential for homeschool (other than a high school diploma or its recognized equivalent), a transcript or the equivalent, signed by the student's parent or guardian, that lists the secondary school courses the student completed and includes a statement that the student successfully completed a secondary school education in a homeschool setting.
- An academic **official** transcript that indicates the student successfully completed at least a two-year program that is acceptable for full credit toward a bachelor's degree.

Verification of my High School Completion (HS Transcript or GED Test Scores) has been submitted to Central Wyoming College.

## SECTION 5: CERTIFICATIONS AND SIGNATURES

Each person signing below, certifies that all of the information reported on this worksheet is complete and correct. The student and spouse (if married) must sign and date.

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 Student Signature

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 Date

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 Spouse Signature (if married)

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 Date

Student's Full Name: \_\_\_\_\_

Student's CWC ID #: \_\_\_\_\_

**2019-20 IDENTITY AND STATEMENT OF EDUCATIONAL PURPOSE**

*(Do not complete in advance – to be completed in the presence of a Central Wyoming College Official OR in the presence of a Notary Public)*

The student must appear in person at Central Wyoming College to verify his or her identity by presenting an unexpired valid government-issued photo identification (ID), such as, but not limited to, a driver's license, other state-issued ID, or passport. The institution will maintain a copy of the student's photo ID that is annotated by the institution with the date it was received and reviewed, and the name of the official at the institution authorized to receive and review the student's ID.

In addition, the student must sign in the presence of the institutional official the Statement of Educational Purpose below or if unable to complete in person must be completed in the presence of a Notary Public.

**Statement of Educational Purpose**

I certify that I \_\_\_\_\_ am the individual signing this Statement of Educational Purpose  
*(Print Student's Name)*

and that the Federal student financial assistance I may receive will only be used for educational purposes and to pay the cost of attending Central Wyoming College for 2019-2020.

Student Signature: \_\_\_\_\_ Student's ID Number: \_\_\_\_\_ Date: \_\_\_\_\_

**Central Wyoming College - Certificate of Acknowledgement (Office Use)**

Student's Name: \_\_\_\_\_ Student's ID #: \_\_\_\_\_

Presented \_\_\_\_\_ CWC Official Signature: \_\_\_\_\_  
*(Type of unexpired valid, government-issued photo ID)* Date: \_\_\_\_\_

**If the student is unable to appear in person at Central Wyoming College to verify his or her identity, the student must provide to CWC:**

- (a) A copy of the unexpired valid government-issued photo identification (ID) that is acknowledged in the notary statement below, or that is presented to a notary, such as, but not limited to, a driver's license, other state-issued ID, or passport; and
- (b) The original Statement of Educational Purpose provided above, which must be notarized. If the notary statement appears on a separate page than the Statement of Educational Purpose, there must be clear indication that that the Statement of Educational Purpose was the document notarized.

**Public Notary - Certificate of Acknowledgement (to be completed if a student is not able to appear in person at Central Wyoming College)**

State of \_\_\_\_\_ City/County of \_\_\_\_\_

On \_\_\_\_\_, before me, \_\_\_\_\_  
*(Date)* *(Notary's name)*

personally appeared, \_\_\_\_\_  
*(Printed name of signer)*

and proved to me on basis of satisfactory evidence of identification \_\_\_\_\_ to be the  
*(Type of unexpired government-issued photo ID provided)*  
 above named person who signed the foregoing instrument.

**WITNESS my hand and official seal**  
 (seal) \_\_\_\_\_  
 (Notary signature)

My commission expires on \_\_\_\_\_  
*(Date)*